

State of New Hampshire

Banking Department

64B Old Suncook Rd Concord, NH 03301

Telephone: (603) 271-3561 Fax: (603) 271-0750

Licensing: (603) 271-8675 www.nh.gov/banking

Peter C. Hildreth Bank Commissioner Robert A. Fleury Deputy Bank Commissioner

MORTGAGE SERVICER REGISTRATION APPLICATION FORM

General Instructions

Use this form when newly applying for a registration or when amending information on file with the department. When terminating or surrendering a NH mortgage servicer registration use the NH License Surrender/Expiration Form available on our website at www.nh.gov/banking/consumer.html.

- 1. **New Application:** Use this form when newly applying for a registration. Answer all questions, complete all forms and pay appropriate fees. See detailed instructions below.
- 2. **Amendment Filing:** Use this form to amend information on file with the department. The required fields to complete are the "Date of Filing", the "Effective Date", check off "Amendment", and complete 1A and 1B; then you only need to enter and circle the information on the form that is being amended (information that has changed from what is on file with the department). To amend information on Schedules A & B (*principals* of the company), use Schedule C which you may obtain from our website at www.nh.gov/banking/consumer.html.
- 3. **Surrender or Expiration:** When a registered company surrenders its registration or allows it to expire without renewal at year end it must file a NH License Surrender/Expiration form. Go to our website at www.nh.gov/banking/consumer.html and get the NH License Surrender/Expiration form and follow its directions.

New Application Instructions

The principal office of the *applicant* must be registered wherever it is located. The initial fee to register as a mortgage servicing company is \$100.

Please make sure the following are included with the application:

- 1. Foreign (not formed in New Hampshire) *applicants* must appoint a NH agent. The agent must have a NH business address open during normal business hours.
- 2. Foreign (not formed under NH law) corporations, foreign limited liability companies and foreign partnerships must provide a copy of their home state registration and proof of registration as a foreign corporation, foreign limited liability company or foreign partnership issued by the NH Secretary of State. (Telephone Number: 603-271-3244 or 603-271-3246; www.nh.gov/sos/corporate)
- 3. Foreign and domestic *applicants* who propose to use a trade name in NH must provide proof of trade name registration issued by the NH Secretary of State. (Telephone Number: 603-271-3244 or 603-271-3246) The "Owner" of the trade name listed on the registration must match the name of the *applicant*. If these are not the same, ownership must be changed through the Secretary of State's office.
- 4. Applicants must provide organizational documents as follows: corporations must submit a copy of their Articles of Incorporation and By-Laws, and any amendments thereto; Partnerships must submit a copy of the Partnership or Limited Partnership Agreement and any amendments thereto; and Limited Liability Companies must submit copies of their Articles of Organization, any Management Agreements that exist, and any amendments to either.
- 5. A list of names and Tax ID numbers of applicable owners, officers, directors, members, partners, trustees, beneficiaries and NH branch managers must be provided on Schedules A & B on this form. The instructions to those schedules explain the reporting thresholds. File an Individual Disclosure Form, a Criminal History Record Information Authorization Form and fingerprint card for each individual on the lists.
- 6. Criminal Records checks are conducted by the State of New Hampshire Department of Safety, State Police Division. The Department of Safety charges a \$39 fee to cover costs for each record check. A copy of the *Department of Safety Division of State Police Criminal History Record Information Authorization Form* follows these instructions. You may make copies of this form, and then complete a form for each individual listed on Schedule A & B of this form. Complete all items in Section I, and make sure to sign the release information in Section II of the form and have the form notarized. All checks and money orders for the record checks must be

made payable to "State of NH - Criminal Records."

Fingerprints must be submitted in order to complete the criminal background checks. To request fingerprint card(s), which must be on a New Hampshire State Police fingerprint form, you may submit a form from our website www.nh.gov/banking/consumer.html, call (603) 271-8675 or e-mail licensing@banking.state.nh.us the licensing section at the Banking Department, indicate the number of cards needed and the address where they should be sent (only one address; the applicant, licensee or registrant is responsible for distribution to applicable persons within their organization) and we will send fingerprint cards out to you right away.

- 7. Submit a *Criminal History Record Information Authorization Form*, fingerprint card and a fee in the amount of \$39 payable to "State of NH Criminal Records", for each individual listed on Schedules A & B of this form, to the Banking Department. We will forward the document(s) and check(s) to the Department of Safety. Fees covering multiple individuals may be combined into one check.
- 8. Applicable definitions:
 - A. "Applicant" The mortgage servicer applying or amending information on this form. The only instance in which the *applicant* is an individual is in the case of a sole proprietorship.
 - B. "Control" The power, directly or indirectly, to direct the management or policies of a company, whether through ownership of securities, by contract, or otherwise. Any *person* that (i) is a director, general partner or officer exercising executive responsibility (or having similar status or functions); (ii) directly or indirectly has the right to vote 10% or more of a class of a voting security or has the power to sell or direct the sale of 10% or more of a class of voting securities; or (iii) in the case of a partnership, has the right to receive upon dissolution, or has contributed, 10% or more of the capital, is presumed to control that company.
 - C. "Direct Owner" means any person, including individuals, that owns, beneficially owns, has the right to vote, or has the power to sell or direct the sale of 10% or more the *applicant* or *registrant*.
 - D. "Financial Services" or "Financial Services-Related" Pertaining to securities, commodities, banking, insurance, consumer lending, debt adjustment, money transmission or real estate (including, but not limited to, acting as or being associated with a bank or savings association, credit union, mortgage lender, mortgage broker, mortgage servicer, closing agent, title company, or escrow agent).
 - E. "Indirect Owner" means, with respect to direct owner and other indirect owners in a multilayered organization:
 - (a) in the case of an owner that is a corporation, each of its shareholders that beneficially owns, has the right to vote, or has the power to sell or direct the sale of, 25% or more of that corporation;
 - (b) in the case of an owner that is a partnership, all general partners and those limited and special partners that have the right to receive upon dissolution, or have contributed, 25% or more of the partnership's capital;
 - (c) in the case of an owner that is a trust, the trust, each trustee and each beneficiary of 25% or more of the trust;
 - (d) in the case of an owner that is a Limited Liability Company ("LLC"), (i) those members that have the right to receive upon dissolution, or have contributed, 25% or more of the LLC's capital, and (ii) if managed by elected managers, all elected managers; and
 - (e) in the case of an indirect owner, the parent owners of 25% or more of their subsidiary.
 - F. "Jurisdiction" The federal government, a foreign government, a state, the District of Columbia, the Commonwealth of Puerto Rico, or any subdivision or regulatory body thereof.
 - F. "Registrant" The mortgage servicer that holds a New Hampshire registration and is amending information on this form.
 - G. "Person" means an individual, corporation, business trust, estate, trust, partnership, association, 2 or more persons having a joint or common interest, or any other legal or commercial entity however organized.
 - H."Principal" of the *applicant* or *registrant* means an owner with 10 percent or more ownership interest, corporate officer, director, member, general or limited liability partner, limited partner with 10 percent or more ownership interest, trustee, beneficiary of 10 percent or more of the trust that owns the *applicant* or *registrant*, executive officer, senior manager and any person occupying similar status or performing similar functions.

Please make sure that all items on the application form are completed and all attachments, numbered to correspond to the question or item to which they respond, are enclosed with the application filing. Please include the *applicant*'s name on each attachment. Inclusion of a list/index of attachments is recommended. Care in providing all the required information will result in the filing of a complete application and will enable us expeditiously to review the application without the need to write for further information.



State of New Hampshire

Banking Department

64B Old Suncook Rd Concord, NH 03301

Peter C. Hildreth Bank Commissioner Robert A. Fleury Deputy Bank Commissioner Telephone: (603) 271-3561 Fax: (603) 271-0750 Licensing: (603) 271-8675 www.nh.gov/banking

FOR OFFICE USE ONLY Ck. # Amt.\$ Rec'd by Date	NEW HAMPSHIR SERVICER APPLI		MORTGAGE SERVICER \$100				
********* Entered By Date App. Complete Date	Date of Filing: E	ffective Date:	FEES APPLY FOR NEW LICENSE ONLY, NOT FOR AMENDMENTS				
Approved By Date			Make Check Payable To: "STATE OF NEW HAMPSHIRE"				
records or otherwise to con		ning to the conduct of business	sis, or the failure to keep accurate books and for which you are applying, may violate the laws nal action.				
INTENTIONAL MIS	STATEMENTS OR OMISSIONS (AMENDMENT To	OF FACTS MAY CONSTITUT amend, circle item(s) bein					
Exact name, principal business add	ress, mailing address, if different, an						
Full legal name of applicant: (if sole proprietor, provide last, first and recognitions)		В.	IRS Employer Identification Number (Social Security No is allowed for sole proprietorship)				
C. (1) Trade Name under which business primarily is or will be conducted in New Hampshire, if different from Item 1A (attach copy of NH Trade Name registration issued by the NH Secretary of State).							
(2) List any other name(s) by which the <i>applicant</i> conducts or will conduct business and the <i>jurisdiction(s)</i> in which the name(s) are or will be used (Use additional sheets as necessary).							
1. Name	Jurisdiction	2. Name	Jurisdiction				
3. Name	Jurisdiction	4. Name	Jurisdiction				
 D. If this filing makes a name change on behalf of the applicant, enter the new name and specify whether the name change is of the applicant name (1A) or □ business trade name (1C): 							
E. Main address: (Do not use a P	.O. Box)						
Number and Street	City	State/Cou	ntry Zip+4/Postal Code				
F. Mailing address, if different:							
PO Box or Number and Street	City	State/Cour	ntry Zip+4/Postal Code				
G. Telephone Numbers and Web	site address:						
Business phone		Fax line					
Area Code Telephone Nur	nber	Area Code Telephone	Number				
website address #1 H. Contact Employee (President,	Chief Executive Officer or Senior Pa	website address #2					
Name and Title			ephone Number				
	Ot						
Number and Street	City	State/Cou	ntry Zip+4/Postal Code				
E-mail Address		Fax Numb	er				

	Principal Registration Cobe addressed. The nam where required as part o in 1I above):	ed individual must be a	uthorized by the com	pany to make sworn	statements and att	estations on behalf of th	e company
,	Name and Title			Area Code	Telephon	e Number	
	Number and Street		City		State/Country	Zip+4/Postal C	Code
	E-mail Address Fax Number						
J.	Employee authorized to	respond to consumer co	omplaints:				
			ompianno.	A Ot-	Talankan	North	
	Name and Title			Area Code	Telephon		
	Number and Street		City		State/Country	Zip+4/Postal C	Code
•	E-mail Address				Fax Number		
K.	Employee to contact reg	arding legal/litigation ma	atters:				
•	Name and Title			Area Code	Telephon	e Number	
	Number and Street		City		State/Country	Zip+4/Postal C	Code
	C mail Address		,			,	
	E-mail Address	dan sahara da a wasan		ha andford 1931	Fax Number		
L.	Physical address of local	ion where the official be	ooks and records of t	he <i>applicant</i> will be l	cept.		
	Organization Name (if different fr	om applicant) or Records Custo	odian Name	Area Cod	e Telephone Num	ber	
	Number and Street		City		State/Country	Zip+4/Postal C	Code
 Enter appropriate number in the box(es) for each jurisdiction: Enter "1" if applicant is newly applying in that jurisdiction as a mortgage servicer (MS). Enter "2" if applicant has a pending application in that jurisdiction as a mortgage servicer (MS). Enter "3" if applicant is already licensed/registered in that jurisdiction as a mortgage servicer (MS). 							
	MS		MS		MS		MF
Alabama		Idaho		Montana		Rhode Island	
Alaska Arizona		Illinois Indiana		Nebraska Nevada		South Carolina South Dakota	
Arkansas		lowa		New Hampshire		Tennessee	
California –	DOC	Kansas		New Jersey		Texas – OCCC	
California –		Kentucky		New Mexico		Texas – SML	
Colorado		Louisiana		New York		Utah	
Connecticut		Maine		North Carolina		Vermont	
Delaware		Maryland		North Dakota		Virginia	
District of		Massachusetts		Ohio		Washington	
Columbia Florida		Michigan		Oklahoma		West Virginia	
Georgia		Minnesota		Oregon		Wisconsin	
Guam		Mississippi		Pennsylvania		Wyoming	
Hawaii		Missouri		Puerto Rico			
3. A.	Indicate legal status of a	oplicant.	1 1	1		1	
	☐ Corporation☐ Partnership		Proprietorship ed Liability Company		r (specify)		
 B. Applicant's fiscal year end (MM/DD): C. (i) If other than a sole proprietorship, indicate date and place applicant obtained its legal status (i.e., state or country where incorporated, where partnership agreement was filed, or where applicant entity was formed) and attach copy of Certificate of Incorporation or Certificate of Formation issued by the appropriate agency of the state of incorporation/formation : 							
D.	State & Country of forma If applicant is a publicly t are traded:	raded corporation, plea		ol and the name of a	formation (MM/DD/YY t least one exchang		cant's securities

	NH branch office, an indivi- not wish to appoint someor office must be open during	gent:	H registered agent. If the <i>app</i> bint another person located in Telephone:	Olicant does not have a NI NH to be the NH register	H branch red agent.	office of the a	or does
	Mailing Address of Agent ((Provide a NH business address to inclu	de the actual physical location	n, street, town or city and	zip):		
4.	Directly or indirectly, does engaged in the business of	Mailing Address of Agent (if different):				YES	NO
	(check only one for each relationship	attach additional copies as needed) Pa	artnership, Corporation, or Organizatio	n Name			
	controls applicant	is controlled by applicant		n control with applicant			
	Briefly describe the control relat	onship, including an organizational chart whi		se additional sheets for			
	☐Bank Holding Company ☐	cant controlled by any of the following? If no National Bank ☐State Member Bank of the Savings Association/Savings Bank ☐Cred	he Federal Reserve System	∃Thrift Holding Company		YES	NO
	Financial Institution Name						
	Number and Street	City State/Country	Zip+4/Postal	Code			
		ship, including an organizational chart which sho		onal sheets for comments if			
		ole, Schedule B must be completed as par nendments to Schedules A and B must be			he <i>applic</i>	ant.	
5.	Will applicant engage in any non-mortgage servicer-related business? If "yes" briefly describe.			YES		NO	
6.	6. Will <i>applicant</i> occupy or share space with any <i>person(s)</i> engaged in <i>financial services-related</i> activity? If "yes," provide the name(s) of the other <i>person(s)</i> .				YES		NO
7. A	Applicant's servicing offices: List a service mortgages on property loc	I servicing office locations of the <i>applicant</i> , of ated in New Hampshire. Attach a separate s	ther than the principal office on sheet if necessary.	of the applicant, that are	in New Ha	ampshi	ire or
	Contact Person at Location	Address/Zi	ip	Telephone No.	F	ax No	
		•					
8.		ing is "YES", provide complete details of all oblanations of italicized terms. Remember to			-	n of te	rms
		Criminal Disclosure			YES		NO
A. Has the applicant or a control affiliate ever: (1) been convicted of or pled guilty or nolo contendere ("no contest") in a domestic, foreign, or military court to any felony?				court to any felony?			
(2) been charged with any felony?							
 B. In the past ten years has the applicant or a control affiliate: (1) been convicted of or pled guilty or nolo contendere ("no contest") in a domestic, foreign, or military court to a misdemeanor involving: financial services or a financial services-related business or any fraud, false statements or omissions, theft or any wrongful taking of property, bribery, perjury, forgery, counterfeiting, extortion, or a conspiracy to commit any of these offenses? 							
	(2) been charged with a miso	emeanor specified in 8B(1)?					

Regulatory Action Disclosure					NO
C. Has any State or federal regulatory agency or foreign financial regulatory authority ever: (1) found the applicant or a control affiliate to have made a false statement or omission or been dishonest, unfair or unethical?					
(2) found the applicant or a control affiliate to have been involved in a violation of a financial services-related regulation(s) or statute(s)?					
(3) found the applicant or a control affiliate to have been a cause of a financial services-related business having its authorization to do business denied, suspended, revoked or restricted?					
(4) entered an order against the	applicant or a control affiliate in connection	with a financial services-related activi-	ty?		
(5) denied, suspended, or revoked the applicant's or a control affiliate's registration or license or otherwise, by order, prevented it from associating with a financial services-related business or restricted its activities?					
D. Has the <i>applicant's</i> or a <i>control affiliate's</i> authorization to act as an attorney, accountant, or State or federal contractor ever been revoked or suspended?					
E. Is the applicant or a control affiliate now the subject of any regulatory proceeding that could result in a "yes" answer to any part of 8C?					
F. (1) Has any domestic or foreign court: (a) in the past ten years enjoined the applicant or a control affiliate in connection with any financial services-related activity?					
(b) ever found the applicant or a control affiliate was involved in a violation of any financial services-related statute(s) or regulation(s)?					
(c) ever dismissed, pursuant to a settlement agreement, a <i>financial services-related</i> civil action brought against the applicant or control affiliate by a State or foreign financial regulatory authority?					
(2) Is the applicant or a control affiliate named in any pending financial services-related civil action that could result in a "yes" answer to any part of 8F(1)?					
Financial Disclosure					
G. In the past ten years has the <i>applicant</i> or a <i>control affiliate</i> been a mortgage servicer or a <i>control affiliate</i> of a mortgage servicer that has been the subject of a bankruptcy petition?					
H. Has a bonding company ever denied, paid out on, or revoked a bond for the applicant?					
I. Does the applicant have any unsatisfied judgments or liens against it?					
	I servicing office locations of the <i>applicant</i> , or ted in New Hampshire. Attach a separate s		plicant, that are	e in New Ha	ampshire or
Company Name	Address/Zip	Telephone No.	Contact Person		

ATTACHMENTS REQUIRED TO BE FILED AS PART OF THE APPLICATION

FORM U-2, UNIFORM CONSENT TO SERVICE OF PROCESS

11. Attach Form U-2 (see form and instructions that are attached to this application form).

ORGANIZATION AND QUALIFICATION PAPERS

- 12. A. *Applicants* must provide organizational documents as follows: corporations must submit a copy of their Articles of Incorporation and By-Laws and any amendments thereto; Partnerships must submit a copy of the Partnership or Limited Partnership Agreement and any amendments thereto; and Limited Liability Companies must submit copies of their Articles of Organization, any Management Agreements that exist, and any amendments to either.
 - B. If *applicant* is not organized under the laws of the State of NH, attach a copy of a currently valid certificate of authority that authorizes the *applicant* to conduct business in NH and is issued by the NH Secretary of State (NH Secretary of State, Corporate Division Phone 603-271-3244 or 603-271-3246).
 - C. If a trade name is to be used in NH, submit a copy of the NH Secretary of State's trade name registration (NH Secretary of State, Corporate Division Phone 603-271-3244 or 603-271-3246).

WARNING: Failure to keep this entire application/amendment form current and to file accurate supplementary information on a timely basis, or otherwise to comply with the provisions of law pertaining to the conduct of business in New Hampshire violates the laws of New Hampshire and may result in disciplinary, administrative, injunctive or criminal action.

INTENTIONAL MISSTATEMENTS OR OMISSIONS OF FACTS MAY CONSTITUTE CRIMINAL VIOLATIONS.

THE PERSON NAMED AS THE CONTACT EMPLOYEE IN ITEM NO. 1,I OR AS THE PRINCIPAL REGISTRATION CONTACT NAMED IN ITEM NO. 1,J OF THIS APPLICATION FORM, MUST MAKE THE AFFIRMATION BELOW AND SIGN THE APPLICATION UNDER PENALTY OF UNSWORN **FALSIFICATION. RSA 641:3.**

I subscribe and affirm, under penalty of perjury, that the statements made in this application, including statements made in any accompanying papers, schedules and attachments, have been examined by me and to the best of my knowledge and belief are true, correct and complete, and that I am duly authorized to execute this affirmation. I understand that any misrepresentation made to the banking department may result in denial or revocation of the mortgage servicer registration to which this form relates.

I agree, on behalf of the applicant, that the applicant will promptly report and amend documents and records on file with the New Hampshire Banking Department for any material changes (including but not limited to change in owners, officers, directors, managers including NH branch managers, address, form of organization, contact information, FYE, etc.). The report of an amendment must be filed within 30 days of the event that requires the filing of an amendment.

I acknowledge on behalf of the applicant that the applicant's business, if registered, will be operated in accordance with the New Hampshire Revised Statutes Annotated and rules of the New Hampshire Banking Department, and further acknowledge that the New Hampshire Banking Department is authorized to conduct examinations of the business affairs and records of the applicant's registered business at any time with or without notice, and that all books, papers, files, related material, and records of assets, whether electronically stored or otherwise, shall be subject to the Department's examination. I am signing this document under penalty of Unsworn Falsification pursuant to NH RSA 641:3.

pplicant or Registrant's name)
ame of the authorized signatory)
renalty of Unsworn Falsification a to NH RSA 641:3)